

SAMPLE

Instructions for Completing Mid Year and Year End Step Ahead Progress Reports

For fiscal year 2003 you are required to submit a mid-year and year-end progress report. These reports are incorporated into one form. A sample form is attached to this link as well as the template for your use. The mid- year report must be submitted by January 15, 2003. When you submit the year-end report, due August 30, 2003, you will simply build on to the mid-year report. There is no need to begin a new document.

Progress Report (Covering Action Plan for: 7/1/2002 – 6/30/2003 **Mid Year Due January 15, 2003 Year End Due August 30, 2003)**

Grant Category/Outcome/Action Steps	Timeline	As measured by Indicator:	Summary/Outcome
Grant Category: Family Support Outcome: To reduce the incidence of lead poisoning within the county by identifying and eliminating the likely sources. Action Steps: 1. Public awareness campaign to have lead inspectors invited into private homes. 2. Inspection of other buildings and public sites likely to have lead poisoning sources.	Complete by 6-30-03 1. July-June 2003 2. July – December 2002	200 homes and 40 public bldgs/sites will be examined for likely sources of lead poisoning. 80% of poisoning sources found will be reduced or eliminated.	Mid Year Report: 1-15-03 1. Information on lead poisoning released to community via brochures, newspaper and radio announcements. From this, 75 residents have requested/signed for their homes to be inspected for lead poisoning to begin in February 2003. 2. 36 public buildings have been inspected with 80% of poisoning sources eliminated. Year End Report: 8-30-03 1. 250 homes were inspected of which 80% had traces of lead contamination. The poisoning source was eliminated in 85% of the homes. 2. 40 public buildings were inspected of which 100% of them had traces of lead contamination. The poisoning source was eliminated in 60% of these buildings. The county will continue to work on eliminating the lead source on the remaining 16 bldgs.

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Progress Report (Covering Action Plan for: 7/1/2002 – 6/30/2003
Mid Year Due January 15, 2003
Year End Due August 30, 2003)

Grant Category/Outcome/Action Steps	Timeline	As measured by Indicator:	Summary/Outcome